

# **PEDS Data Entry Training County Commission Funded Program Setup**

Statewide Data Collection  
and Evaluation of First 5  
California Funded  
Programs



# Goals of training

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- To define “funded programs.”
- To learn how to set up funded programs in PEDS.
- To learn how to edit, inactivate, and delete funded programs in PEDS.

# Funded Program Definition

An program funded by a First 5 County Commission to perform a set of services or activities.

Examples of funded programs:

- Immunization clinic
- Early education preschool program
- Community collaborative
- Child care program

# Organization and Initiative Definitions

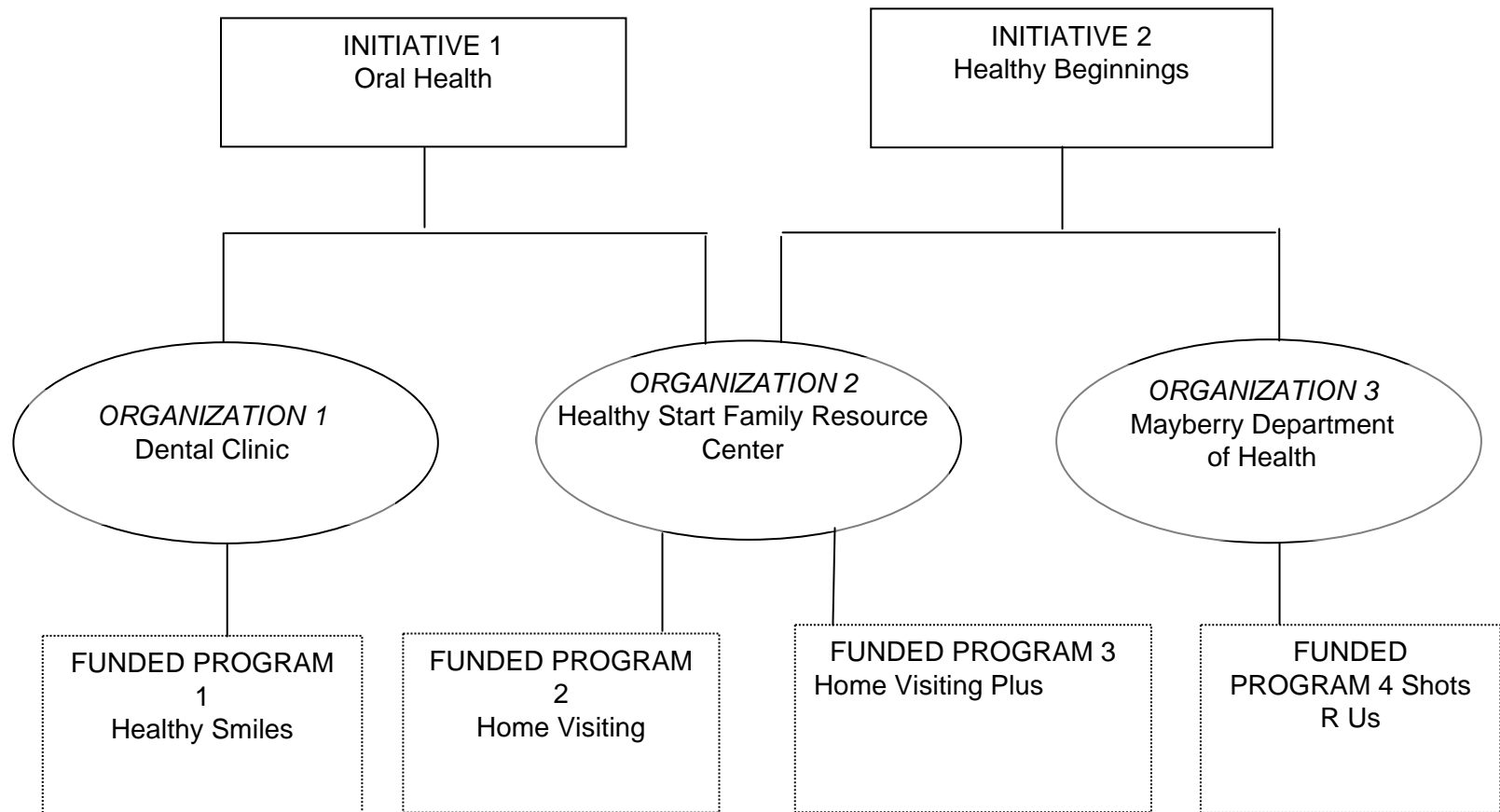
**Organization:** An entity funded by a County Commission to oversee one or more funded programs.

**Initiative:** Optional groupings of organizations and their funded programs as identified by a County Commission that work collectively toward a priority focus area.

**Each funded program must be tied to an organization. Association of the funded program with an initiative is *optional*.**

# Initiatives, Organizations, and Funded Programs

## Example chart of relationships



# How do I set up funded programs into PEDS?

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu

Proposition 10  
Evaluation Data System

[Data Entry](#) [Reports](#) [Data Collection](#) [Narratives](#) [User Type Selection](#)

**Funded Program Entry**

Initiative:

Organization:

**Funded Programs**

**Initiatives** **Organizations** **Achievement Categories**

**SNP Partner Agencies**

Please select a Reporting Period:

**Priority Outcomes and Indicators** **Mini-Grants**

Click **Funded Programs** button.

User: sanders.mary  
User Type: County Comm...  
County: First 5 Mayberry Children and...

Done Trusted sites HELP!

# Program Information

## Select an initiative

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Funded Programs Help

Funded Programs

Initiative

A B C D E F G H I J K L M N O P Q R S T

Funded Program Name

Mayberry Resource Center

Early Childhood for Children

Family Resource & Learning Centers (FRLCs)

Initiative

Program Information Address and Org Type Contact Information Description

Initiative: Oral Health Care Initiative

Organization: Independent Program Grant

Name: Jenny & Besty's test

Subcontractor: JH Test

Allow F: Nutrition

Only those initiatives already set up will show on the menu.

For more information on initiatives, see the "County Commission Initiative Setup" module.

Done Trusted sites

# Program Information

## Select an organization

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Funded Programs Help

**Funded Programs**

Initiative: [Dropdown]

[A][B][C][D][E][F][G][H][I][J][K][L][M][N][O][P][Q][R][S][T][U][V][W][X][Y][Z]

Funded Program Name	Organization	Initiative
Mayberry Resource Center	Early Education	Family Resource & Learning Centers (FRLCs)

**Program Information** | **Address and Org Type** | **Contact Information** | **Description**

**Initiative:** Oral Health Care Initiative

**Organization:** AAA Health & Service Organization

**Name:** AAA Health & Service Organization

**Subcontractor:** All Star Daycare  
Bright Bertha's Family Child Care  
Bright Star Christian Children's Center  
Brookstone Community Health Center, Inc.  
Care for Newborns  
Children and Family Services  
Children Services Network  
Department of Public Health  
Early Education for Children  
Family Stress Center

**Allow F...**

h

usted sites



# Program Information

## Entry of funded program name

After you select an initiative and organization, the name field automatically fills with a default name in the format "**Initiative--Organization.**"

The screenshot shows a web application interface for entering program information. At the top, there is a search bar for 'Initiative' and a table of 'Funded Program Name', 'Organization', and 'Initiative'. Below this is a form with tabs for 'Program Information', 'Address', 'Contact Information', and 'Description'. The 'Program Information' tab is active, showing fields for 'Initiative', 'Organization', 'Name', and 'Subcontractor'. The 'Name' field is pre-filled with 'Oral Health Care Initiative--AAA Health & Service Organization'. A red oval highlights this field, and a callout bubble points to it with the text: 'Type a revised funded program **Name** to revise the default name (optional)'. The 'Add' and 'Refresh' buttons are at the bottom right.

Funded Program Name	Organization	Initiative
Mayberry Resource Center	Early Education for Children	Family Resource & Learning Centers (FRLCs)

Program Information	Address	Contact Information	Description
<p><b>Initiative:</b> Oral Health Care Initiative</p> <p><b>Organization:</b> AAA Health &amp; Service Organization</p> <p><b>Name:</b> Oral Health Care Initiative--AAA Health &amp; Service Organization</p> <p><b>Subcontractor:</b> <input type="checkbox"/> <b>Of:</b> </p> <p>Allow Funded Program to Edit Subactivities</p>			

**Add** **Refresh**

Type a revised funded program **Name** to revise the default name (optional).

# Program Information

## Entry of funded program name

The screenshot shows the FIRST5 CALIFORNIA web application interface. A Microsoft Internet Explorer dialog box is open, displaying a message about the default format of the Funded Program Name. The dialog box has an 'OK' button and a 'Cancel' button. Below the dialog box, the 'Name' field in the 'Program' section is highlighted with a red oval. A red line also connects the 'Name' field to a callout bubble at the bottom.

**Microsoft Internet Explorer**

The default format of the Funded Program Name is "Initiative--". However you may manually override this.

Click OK to continue manually entering a Funded Program Name or click Cancel to have it automatically changed to the default format.

**OK** **Cancel**

**Organization:** AAA Health & Service Organization

**Name:** Mayberry Resource Center II

**Subcontractor:** ☐ **Of:**

**Allow Funded Program to Edit Subactivities:**

**Add** **Refresh**

**Enter the revised funded program Name.**

# Subcontractor Definition

An organization that is contracted by a First 5 funded program (designated as the lead contractor) to provide activities or service on behalf of that program.

Why use the subcontractor feature?

- The lead contractor can run separate PEDS reports to examine the activity, participant, milestone, and funds spent data of each individual subcontractor.

# Program Information

## Entry of subcontractor

Click Subcontractor.

Select the lead contractor from the **Subcontractor Of** drop-down menu.

The lead contractor must be set up in PEDS prior to completing the funded program information for any subcontractors.

The lead contractor and all subcontractors must belong to the same initiative.

# Program Information

## Address and organization type

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Funded Programs Help

### Funded Programs

Initiative: [A B C D E F G H I J K L M N O P Q R S T U V W X Y Z]

Funded Program Name	Address and Org Type	Description
Mayberry Resource Center II	AAA Health & Service Organization	Oral Health Care Initiative
Mayberry Resource Center	Education for Children	Family Resource & Learning Centers (FRLCs)

**Program Information** | Address and Org Type | Contact Information | Description

**Initiative:** Oral Health Care Initiative  
**Organization:** AAA Health & Service Organization  
**Name:** Mayberry Resource Center II  
**Subcontractor:** ☒ **Of:** Healthy Medical Center  
**Inactive:** ☐ **Inactive Date:** [ ]  
**Allow Funded Program to Edit Subactivities:** ☐

**Delete** **Edit** **Refresh**

**Parameters** **School Readiness App...** **Subactivities**

**Reporting Period:** 2005-2006 Fiscal Year  
**Activities (Aggregat...** **Priority Outcomes an...**

Done Trusted sites

# Address and Org Type

## Entry of address information

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Funded Programs Help

**Funded Programs**

Initiative: [Dropdown]  
[A][B][C][D][E][F][G][H][I][J][K][L][M][N][O][P][Q][R][S]

Funded Program Name	Organization	Initiative
Mayberry Resource Center	Education for Children	Family Resource & Learning Centers (FRLCs)

**Program Information** **Address and Org Type** **Contact Information** **Description**

**Address:** 115 Elm Street **Suite #:** 5  
**City:** Mayberry **State:** California **Zip Code:** 92656  
**Web:** http:// **Go:** [Button]  
**Category:** [Dropdown]  
**Type:** [Dropdown]  
**School Readiness Initiative:** ☐ **Special Needs Program:** ☐

**Add** **Refresh**

Done Trusted sites

# Address and Org Type

## Selection of organization category

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Funded Programs Help

**Funded Programs**

Initiative: [A B C D E F G H I J K L M N]

Funded Program Name: Mayberry Resource Center

Program Information Address and Org Type

Address: 115 Elm Street

City: Mayberry

Web: http://

Category: Ext. prg. - Family Resource Center

Type: Comm. prg. - Comm prog.  
Ext. prg. - Family Resource Center  
Ext. prg. - Child care center or preschool  
Ext. prg. - Education organization  
Ext. prg. - County service agency (other than education)  
Ext. prg. - Other public sector organization  
Ext. prg. - Nonprofit community organization/private provider  
Ext. prg. - Consulting organization  
Ext. prg. - Other organization

State: California Zip Code: 92656

Go: Add Refresh

Done Trusted sites

# Address and Org Type

## Selection of organization type

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Funded Programs Help

**Funded Programs**

Initiative: [Dropdown]  
[A][B][C][D][E][F][G][H][I][J][K][L][M][N][O]

**Funded Program Name**  
Mayberry Resource Center

**Program Information** | **Address and Org Type** | **Program Information** | **Description**

Address: 115 Elm Street Suite #: 5  
City: Mayberry State: California Zip Code: 92656  
Web: http:// Go:  
Category: Ext. prg. - Family Resource Center  
Type: Family Resource Center  
School: Family Resource Center Special Needs Program: ☐

Add Refresh

Done Trusted sites

Select the most suitable organization **Type** from the drop-down menu.

Scroll down.



# Address and Org Type

## Selection of state initiative funding

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Funded Programs Help

**Funded Programs**

Initiative

A B C D E F G H I J

Funded Program Name

Mayberry Resource Center

Web: http://

Category: Ext. prg. - Family Resource Center

Type: Family Resource Center

School Readiness Initiative: ☒ Special Needs Program: ☐

Preschool for All: ☐ Health Access for All: ☐

Comprehensive Approaches to Raising Educational Standards (CARES): ☐

Add

Done Trusted sites

Click the appropriate check boxes if the funded program has received funds from any state initiative.

Scroll up to see the headings to advance to the next screen.

# Address and Org Type

## Entry of contact information

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Funded Programs Help

Funded Programs

Initiative: [Dropdown]

[A][B][C][D][E][F][G][H][I][J][K][L][M][N][O][P][Q][R][S][T][U]

Funded Program Name Orga Initiative

Mayberry Resource Center Early Education Children Family Resource & Learning Centers (FRLCs)

Program Information Address and Org Type Contact Information Description

Address: 115 Elm Street Suite #: 5

City: Mayberry State: California Zip Code: 92656

Web: http:// Go:

Category: Ext. prg. - Family Resource Center

Type: Family Resource Center

School Readiness Initiative: ☒ Special Needs Program: ☐

Add Refresh

Done Trusted sites

Click on **Contact Information** to advance to the next screen.

# Contact Information

## Entry of funded program contact information

Enter funded program contact information.

Click on **Description** to advance to next screen.

Organization	Initiative
Mayberry Resource Center	Early Education for Children
	Family Resource & Learning Centers (FRLCs)

Program Information	Address and Org Type	Contact Information	Description
First Name: Lulu		Phone 1: 555-555-5555	Type: Business
Last Name: Smith		Phone 2:	Type: Business
Email: lsmith@yuhuu.com		Ext.: 12	Type: Cellular
		Ext.:	Type: Home
			Type: Fax
			Type: Other

Send: Refresh

Done Trusted sites

# Description

## Entry of funded program description

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Funded Programs

**Funded Programs**

Initiative: [Dropdown] Organization: [Dropdown]

[A][B][C][D][E][F][G][H][I][J][K][L][M][N][O][P][Q][R][S][T][U][V][W][X][Y][Z]

Funded Program Name	Organization	Initiative
Mayberry Resource Center	Early Education for Children	Resource & Learning Centers (FRLCs)

Program Information	Address and Org Type	Contact Information	Description
<p><b>Description:</b> This program provides dental screenings for children 0 to 5.</p>			

**Add** **Refresh**

Trusted sites

Enter funded program  
**Description** (optional).

The funded program description is optional. This feature can be used to describe service delivery and relevant data collection.

Click **Add**.

# School Readiness (SR) Application

## Selection of SR application number

The screenshot shows the 'FIRST5 CALIFORNIA' logo at the top left, with 'Statewide Data Collection and Evaluation' below it. To the right are links for 'Main Menu' and 'Funded Programs'. The main title is 'School Readiness Application'. Below this, a blue bar contains the text 'School Readiness Application'. Underneath, a label 'School Readiness Application:' is followed by a dropdown menu. The dropdown menu is open, showing three options: 'Alpine County Unif - 3 schools', 'Alpine County Unif - 3 schools', and 'Oakland Unif and Hayward Unif - 5 schools'. At the bottom right of the form are two buttons: 'Add' and 'Refresh'. A status bar at the very bottom shows a lock icon and the text 'Trusted sites'.

Click drop-down menu to select **School Readiness Application**.

All viable School Readiness application numbers are automatically set up in PEDS.

Click **Add**.

This screen displays only when School Readiness Initiative check box is selected.

# How do I edit funded program information in PEDS?

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Funded Programs

**Funded Programs**

Initiative: [Dropdown]  
[A][B][C][D][E][F][G][H][I][J][K][L][M][N][O][P][Q][R][S][T][U][V][W][X][Y][Z]

Funded Program Name	Organization
Mayberry Resource Center	Early Education for C...
Mayberry Resource Center II	AAA Health & Service Organization

**Program Information** | Address and Org Type | Contact Information | Description

**Initiative:** Oral Health Care Initiative  
**Organization:** AAA Health & Service Organization  
**Name:** Mayberry Resource Center II  
**Subcontractor:** ☒ **Of:** Healthy Medical Center  
**Inactive:** ☐ Inactive Date: [Text Box]  
**Allow Funded Program to Edit Subactivities:** ☒

**Delete** **Edit** **Refresh**

**School Readiness App...**

**Reporting Period**  
Reporting Period: 2005-2006

Done Trusted sites

Select the funded program you wish to edit.

Select the information you wish to edit.

Make any necessary changes, and click **Edit**.



# How do I edit a funded program's School Readiness application in PEDS?

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Funded Programs

**Funded Programs**

Initiative: [Dropdown] Organization: [Dropdown]

[A][B][C][D][E][F][G][H][I][J][K][L][M][N][O][P][Q][R][S][T][U][V][W][X][Y][Z][All] ☐ Active ☐ Inactive

Funded Program Name	Organization	Initiative
Mayberry Resource Center	Early Education for Children	Family Resource & Learning Centers (FRLCs)
Mayberry Resource Center II	AAA Health & Service Organization	Oral Health Care Initiative

**Program Information** | **Address and Org Type** | **Contact Information** | **Description**

**Initiative:** Oral Health Care Initiative  
**Organization:** AAA Health & Service Organization  
**Name:** Mayberry Resource Center II  
**Subcontractor:** ☒ **Of:** Healthy Medical Center  
**Inactive:** ☐ **Inactive Date:** [Text Box]  
**Allow Funded Program to Edit Subactivities:** ☒

**Delete** **Edit** **Refresh**

**School Readiness App...**

Reporting Period: [Text Box]  
Reporting Period: [Text Box]

**Priority Outcomes an...**

Trusted sites

# How do I edit a funded program's School Readiness application in PEDS?

The screenshot shows the 'FIRST5 CALIFORNIA' website with the 'School Readiness Applications' section. The interface includes a top navigation bar with 'Main Menu', 'Funded Programs', and 'Help'. Below this, a blue header reads 'School Readiness Applications'. The main content area displays a table with one entry: 'Alpine County Unif - 3 schools'. A callout bubble points to this entry with the text 'Select the entry you wish to edit.' Below the table, there is a 'School Readiness Application' section with a dropdown menu labeled 'School Readiness Application:'. The dropdown is open, showing two options: 'Oakland Unif and Hayward Unif - 5 schools' (selected) and 'Alpine County Unif - 3 schools'. A callout bubble points to the dropdown with the text 'Select application from drop-down menu.' At the bottom of the application section, there are three buttons: 'Delete', 'Edit', and 'Refresh'. A callout bubble points to the 'Edit' button with the text 'Click Edit.' The browser's status bar at the bottom shows 'Done' and 'Trusted sites'.

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Funded Programs Help

School Readiness Applications

School Readiness Applications

Alpine County Unif - 3 schools

Select the entry you wish to edit.

Select application from drop-down menu.

School Readiness Application

School Readiness Application: Oakland Unif and Hayward Unif - 5 schools

Alpine County Unif - 3 schools

Oakland Unif and Hayward Unif - 5 schools

Delete Edit Refresh

Click Edit.

Done Trusted sites



# How do I inactivate funded programs in PEDS?

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Funded Programs

Funded Programs

Initiative: [Dropdown]  
[A][B][C][D][E][F][G][H][I][J][K][L][M][N][O][P][Q][R][S][T][U][V][W][X][Y][Z][All] ☐ Active ☐ Inactive

Funded Program Name	Organization	Initiative
Mayberry Resource Center II	AAA Health & Service Organization	
Mayberry Resource Center	Early Education	

**Program Information** | Address and Org Type | Contact

Initiative: Oral Health Care Initiative  
Organization: AAA Health & Service Organization  
Name: Mayberry Resource Center  
Subcontractor: ☒ Of: Health Medical Center  
**Inactive: ☒ Inactive Date: 06/30/2005**  
Allow Funded Program to Edit Subactivities: ☒

**Buttons:** Delete Edit Refresh

**Callouts:**

- Select the funded program you wish to inactivate.
- Click the **Inactive** check box and enter the **Inactive Date**.
- Click **Edit**.

**Warning:** Inactivating funded programs does not affect linked subcontractors.

# What happens if a funded program is inactivated?

- To view the inactivated funded program in the program setup browser, the **Inactive** button must be checked.
- The inactivated funded program turns **red** in the filter list when running reports.
- Data may be entered for a funded program before, on, or after the inactivation date.
  - All data entered prior to and during the fiscal year when a funded program was inactivated are included in reports.

# How do I delete funded programs in PEDS?

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Funded Programs

**Funded Programs**

Initiative: [Dropdown] Organization: [Dropdown]

[A][B][C][D][E][F][G][H][I][J][K][L][M][N][O][P][Q][R][S][T][U][V][W][X][Y][Z][All] ☐ Active ☐ Inactive

Funded Program Name	Organization	Initiative
Mayberry Resource Center II	AAA Health & Service Organization	Oral Health Care Initiative
Mayberry Resource Center	Early Education for Children	Family Resource & Learning Centers (FRLCs)

**Program Information**

Initiative: Oral Health Care Initiative  
Organization: AAA Health & Service Organization  
Name: Mayberry Resource Center  
Subcontractor: ☒ Of: Healthy M...  
Inactive: ☐ Inactive Date: [Dropdown]  
Allow Funded Program to Edit Activities: ☒

**Microsoft Internet Explorer**

? Are you sure you want to delete this record?

OK Cancel

**Delete** **Edit**

School Readiness App...  
Priority Outcomes an...

Done

1. Select the funded program you wish to delete.

2. Click **Delete**.

3. Click **OK** to delete the record.

**Funded programs with data already entered cannot be deleted from PEDS.**

# Funded Programs

Applicable Reports with “funded program” filter

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu

Proposition 10  
Evaluation Data System

Data Entry Reports Data Collection Narratives User Type Selection

Reports

Please select a Reporting Period:  
2005-2006 Fiscal Year

Direct Service Activity Data

- Direct Services (Aggregate)
- Direct Services (Individual)
- Direct Services (All)
- Direct Service Contacts
- Direct Services Data Export (Individual)

Other Activity Data

- Community Strengthening Efforts
- Provider Capacity Building/Support
- Infrastructure Investments
- Systems Change Support Activities
- Mini-Grants

Participant Data

Outcome Data (Core)

User: sanders.mary (0 login attempts since 11/06/05)  
User Type: County Commission User  
County: First 5 Mayberry Children and Families C

To view all reports, scroll down.

# Funded Programs

Applicable Reports with “funded program” filter

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

**Main Menu**


**Proposition 10**  
Evaluation Data System

[Data Entry](#) | [Reports](#) | [Data Collection](#) | [Narratives](#) | [User Type Selection](#)


Participant Data	Outcome Data (Core)
<a href="#">Direct Service Contacts by Demographics</a>	<a href="#">Intake Report</a>
<a href="#">Nonduplicated Participant Counts</a>	<a href="#">Intake / Follow-up Report</a>
<a href="#">Counts of Participants (Some Duplication)</a>	<a href="#">Pivot Table Report</a>
<a href="#">Nonduplicated Participant Count by Service</a>	<a href="#">Intake / Follow-up Completed</a>
<a href="#">Participant Detail Data Export (Individual)</a>	


  

Progress and Fiscal Reports	Service Quality Reports
<a href="#">Funds Spent by Strategy</a>	<a href="#">Intensity of Services</a>
<a href="#">Achievement Milestones</a>	<a href="#">Duration of Services</a>
<a href="#">Funded Program Detail Report</a>	<a href="#">Comprehensiveness of Services</a>



**User:** sanders.mary (0 login attempts since 11/8/2005 9:16:57 AM)  
**User Type:** County Commission User  
**County:** First 5 Mayberry Children and Families Commission



 Trusted sites

# Funded Programs

## Example of report filter

Select a funded program from the drop-down menu.

File Edit View Favorites Tools Help

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

**Direct Services (Aggregate)**

Start Date: 07/01/2005

End Date: 06/30/2006

Funded Program: Mayberry Resource Center II

Activity Location: Home Visiting--Children and Family Services

Funded Program Status: Home Visiting--Department of Public Health

Activity Location Zip Code: JH Test--Test Org

School Readiness Initiative Funding: Mayberry Resource Center

Initiative: Parent Education--Brookstone Community Health Center, Inc.

Organization: SJR Test--Rami Org

Organization Main Category: Substance Abuse Services--Department of Public Health

Organization Sub Category: Include All Items

Organization Type: Include All Items

Participant Type: Include All Items

Run Report

Done Trusted sites

The filter runs a report for a selected funded program.

# Funded Programs

## Summary of data entry

### To Add a Funded Program

- In Main Menu, click **Funded Program** button.
- Select initiative from drop-down menu (optional).
- Select organization from drop-down menu.
- Enter revised funded program name (optional).
- Enter subcontractor information (optional).
- Click on **Address and Org type** tab.
  - Enter address, city, zip Code, and web address.
  - Select organization category
  - Select organization type.
  - Click appropriate state initiative funding check boxes.
- Click on **Contact Information** tab.
  - Enter name, telephone numbers, and e-mail address.
- Click on **Description** tab.
  - Enter description (optional).
  - Click **Add**.



# Funded Programs

## Summary of data entry (cont'd)

### To Edit Funded Program Information

- Select funded program to edit.
- Select information to edit.
- Enter the necessary changes.
- Click **Edit**.

### To Inactivate Funded Program

- Select funded program to inactivate.
- Click the **Inactivate** check box.
- Enter the inactivation date.
- Click **Edit**.

### To Delete funded Program

- Select funded program to delete.
- Click **Delete**.
- Click **OK** to confirm deletion.

### To Edit a School Readiness Application

- Select funded program to edit.
- Click **School Readiness App** button.
- Select entry you wish to edit.
- Select application from drop-down menu.
- Click **Edit**.

### To Add School Readiness Application Number

- Select funded program to edit.
- Click **School Readiness App** button.
- Select **School Readiness Application** from drop-down menu.
- Click **Add**